



OfotoNow

User Guide

Windows Version 2.1



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Welcome to OfotoNow

Thanks for downloading OfotoNow. This easy-to-use photo-editing tool helps you get your digital photos ready for printing by Ofoto.

Many software programs let you improve or alter your photos in a wide variety of ways. Usually, however, you only need to make a few simple corrections - trim the photo a bit, or get rid of the red flash in your subject's eyes. We don't think you should have to pay to make a simple fix to your photos. We've created OfotoNow to give you the basic photo-editing functions you need.

The OfotoNow User Manual explains how you can use OfotoNow to get the very best photographic prints from your digital photos. Use OfotoNow to:

- Get your photos from a digital camera or scanner to your computer.
- View all your photos: zoom in or out within each photo, view all images as thumbnails, view your images as a slideshow, make copies of the photos and save them to a different location.
- Make sure your photo looks just the way you want before you print it. You can rotate your photo onscreen to make it appear right side up, trim out the parts you don't want to print, and even fix the "red-eye" flash effect.
- Upload your photo to Ofoto and receive the finest printed photos on Professional Kodak paper – without leaving home!

System Requirements

OfotoNow for Windows requires a Pentium class machine running Windows 95, 98, 98SE, ME, NT (with Service Pack 4 and above), and 2000. For best results these machines should be equipped with at least 32Mb of RAM (64Mb for NT and 2000) and a video card that supports thousands of colors (16 bit) at 800x600 pixel resolution.

OfotoNow for the Macintosh requires OS 8.6 and above. For best results these machines should have 32Mb, or more, of RAM installed.

Getting Help

OfotoNow is a very simple tool that's easy to understand and use. If you do have trouble, don't worry. We're here to answer your questions.

If you have a problem while using OfotoNow, consult this manual or click the Help button at the top right of the screen. If you don't find the solution there, ask us! Under the Help menu you'll also find a direct link to our e-mail: support@ofoto.com.

Using OfotoNow

In five simple steps, OfotoNow helps you optimize your photos and get them ready for printing.

1. Get the Photo
2. View the Photo
3. Edit the Photo
4. Save the Photo
5. Upload the Photo to Ofoto for Printing

You can access program functions through pull-down menus (File, Edit, Get Photos, View, and Help) and the toolbar (Get photos, Rotate, Trim, Red Eye, Instant Fix, Delete, Slideshow, Fullscreen, Address Book, Zoom). For a concise explanation of each menu command and toolbar icon, see the **Toolbar Buttons** and **Menu Commands** sections of this manual.

You can use the default settings or customize OfotoNow. For more details on customizing, see the **Preferences** section of this document.

Step 1. Get the Photo

Start by opening the photo you want to work on. To do this, you will use the Get Photos command.

Get Stored Photos from Your Hard Drive, a Floppy, or a Photo CD

If you already have photos they might be stored on your computer's hard drive, from a floppy disk, or a CD. To find your photos with OfotoNow click the Get Photos button, or use the Get Photos Menu. Scroll through the folders until you find the one that contains your photos. Thumbnail images of your photos will appear on the right-hand side of the screen. Highlight the folder you want and click OK.

By default, each time you start OfotoNow it will open to the last folder you used. You can set OfotoNow to look in one particular folder - perhaps the one in which you keep all your photos. For details, see the Preferences section of this document.

Get Photos from your Digital Camera or Scanner

Use the Get Photos command to retrieve photos that are still in your camera, or to use your scanner with OfotoNow. Get Photos directs your computer to look for either a connected digital camera or scanner, and to bring photos from those devices to your PC. Click Get Photos for the following drop-down options: retrieve photos from an attached folder, camera, scanner, or your clipboard. (To view the photos stored in your camera or scanner, you must (1) have a scanner or camera connected to your PC and (2) have a Twain driver installed. A Twain driver tells your PC what kind of hardware is attached to it, and how to use that hardware. If you cannot view the photos, see the respective manuals for those devices for properly configuring a Twain device.)

For details, see the Get Photos Menu in the Menu Commands section of this manual.

Step 2. View the Photo

Browse through a folder of photos to find the one you wish to edit and print. When you choose a folder, OfotoNow displays thumbnail images of your photos along the left side of the screen. When you click a thumbnail, a full-size display of your photo appears in the main window to the right.

The Slideshow, Zoom, and Fullscreen options give you more ways to view your photos. For details, see the View Menu in the Menu Commands section of this manual.

Slideshow

Click the Slideshow button, choose Slideshow from the View menu, or press S to begin a presentation of all the photos in the selected folder. To end the slideshow at any time, click the slideshow button or select Slideshow from the View menu again, or press Esc. You can adjust the Delay between Photos setting in the Preferences control. For details, see the Preferences section of this document.

Full Screen

To see your photo displayed across your entire monitor, click the Fullscreen button, choose Full Screen View from the View menu, or press the Space bar. To return to the standard view, press Esc.

Zoom

Click the Zoom + button, choose Zoom In from the View menu, or press the + key on the number pad to make the photo in the main window larger. Click the Zoom - button, choose Zoom Out from the View menu, or press the - key on the number pad to make the photo smaller. Use the Zoom % window to choose a size between 10% and 200% percent of the original. Shrink the image back to window size from the Zoom % window or the View menu. If the image gets too big for the window, use the scroll bars to find the part of the photo you want to see.

Step 3. Edit the Photo

Now you can make changes to your photos. The Edit menu lets you Rotate, Trim, and remove Red Eye from your photos.

Rotate

You don't have to rotate a photo to print it, but it's easier to edit a photo that's displayed right side up. Use the Rotate command to straighten out upside down or sideways pictures. Each click of either of the Rotate buttons, the Rotate Left or Right command from the Edit menu, or Alt + R turns the photo 90 degrees clockwise or counterclockwise. OfotoNow has special software that performs 'lossless' rotation of JPEG images. This means that when you rotate your JPEG photos using OfotoNow you will not lose any valuable photographic information.

Trim

When you Trim a photo, you crop out the parts you don't want to keep. It's a simple process that makes sure your print shows what you want. For example, let's say you have a photo of a deer in the woods. Your photo shows a lot of trees, and the deer looks very small. You'd like the deer to be the focus of the photo. Use the Trim tool to eliminate some of the trees from the edges so that the deer takes up more of the picture area. Your 4 x 6" is now a print of a deer amidst trees, not a forest with a tiny deer in the middle.

When you click the Trim button, or select Trim Photo from the Edit menu, a red rectangle appears on your photo. Everything outside the rectangle appears faded, indicating that it will be trimmed from the final photo. Click and grab an edge or corner of the red rectangle on your photo to move or resize it until you have the exact photo you want to trim to.

Tip: You can change the size of the rectangle, but you can't change its proportions. That's because the trimming boundary always snaps to a particular shape that conforms to the general aspect ratio of a print. "Aspect ratio" means that if the height is a certain number, the width corresponds to it exactly. For example, if the photo is 4 inches high, it's also 6 inches wide, to conform to the standard aspect ratio of a 4 x 6" print.

OfotoNow offers three different aspect ratio settings, one for 4 x 6" photos, one for 5 x 7" photos and one for 8 x 10" photos. In order to print the best photos possible, OfotoNow's default Trim setting limits the amount of trimming that you can do to your images. The standard, default settings for the Trim tool (which correspond to Ofoto's recommended sizes for printing) are as follows:

4 x 6" aspect ratio: Smallest trim size = 640 x 480 pixels

5 x 7" aspect ratio: Smallest trim size = 1024 x 768 pixels
8 x 10" aspect ratio: Smallest trim size = 1220 x 960 pixels

Changing the trim default: The Trim tool defaults to standard sizes so that your print will fit in a regular frame or photo album. Ofoto's printing service allows you to make your photo whatever aspect ratio you want. You can temporarily override these settings by selecting Trim Photo from the Edit menu and then choosing No Bounding. Alternatively, as you are trimming a photo you can click on the words Trim Photo in the main image window and select No Bounding from the drop down menu. To turn off this feature completely: go to the Edit menu, choose Preferences, click on the Settings tab and choose 'Do not bound trim selection.'

Tip: Be careful not to trim too much from your photo. Trimming a little off the edges of your photo can make for a much-improved print. But too much trimming trying to compensate for not being close enough when you actually snapped the photograph will result in a poor print. When you trim a photo, you are taking a part of the original photo and stretching it out to fill the whole print. Digital photos are made up of lots of small dots; so if you stretch out a part of the photo over a large print, you will end up with a photo that looks like a lot of big dots. This is especially true if you are making a print larger than 4 x 6", or working with a low-resolution camera.

When you have used the Trim tool, OfotoNow will ask if you want to save your photo before you do anything else. If you don't want to save your changes, you don't have to. Remember: Saving the trimmed photo permanently eliminates the original photo! If you are not sure, work on a copy of the photo rather than the original; or use the Save As command to make a copy of the trimmed photo under a new name, leaving the original photo untouched.

Red Eye

Have you ever used a flash to take a picture of people or pets, only to have the print come back with their eyes glowing red with reflected light? Removing this red-eye effect is the most-used feature in all photo-editing programs. To use the Red Eye Removal tool:

1. Open the photo.
2. Click the Red Eye button or choose Remove Red Eye from the Edit menu.
3. A rectangular selection area appears over the photo. Place the rectangle over the eye or eyes that need correction. You can do this by placing the cursor in the rectangle, then clicking and holding down the mouse button while you drag the rectangle to the appropriate spot. You can adjust the size of the area by dragging the square "handles" at the corners.

You can also place your cursor at the corner of the eye and drag a rectangle over the area that needs correction. Try to confine your rectangle to just the eyes that need correction if your rectangle is too large, the Red Eye remover will attempt to correct areas that do not need correction.

4. Repeat with all red eyes in the photo.
5. When you're happy with your changes, save the photo. You can choose Save As to save the corrected photo with a different name and leave the original photo untouched.

Instant Fix

Is your image too dark? Is there little difference between the darker areas of the photo and the lighter areas? If this is the case then you can use OfotoNow's Instant Fix tool. The Instant Fix tool adjusts the overall brightness and contrast of your photos. When your photo is in the main window of OfotoNow click on the Instant Fix button. If you like the results, save your image (use Save As if you want to leave the original image untouched). If you're not pleased with the results, or the changes were too slight to detect, you can simply select Cancel in the main window title bar (next to Accept Instant Fix).

Step 4. Save the Photo

Each time you edit your photo you need to save your changes. Choose Save from the File menu, or press Ctrl-S. This permanently records the changes you have made. Use the Save As command under the File menu to make a new copy of your original photo, with any changes you may have made, under a different name. If you don't like the results of your edited photo, you can delete it by clicking the Delete button, choosing Delete from the Edit menu, or pressing the Delete key.

Tip: If you delete a photo accidentally, don't panic! You can still get your photo back. In Windows, deleted items go into the recycle bin, where they remain until you choose to empty the bin.

Step 5. Upload the Photo to Ofoto for Printing

When you are satisfied with your photo or photos, the next step is to send it from your computer to ours for printing. Uploading photos with OfotoNow is a simple three-step process.

1. **Select photos:** Click the thumbnail of the photo you want to upload to Ofoto and mark the checkbox. Click the Select All button or choose Select All for Upload from the Edit menu to select all the photos shown. If you change your mind, click the Deselect button or choose Deselect All for Upload from the Edit menu. When you're ready, click the Upload button or choose Upload to Ofoto from the File menu. A new window will appear asking you to Sign In. This is the connection to transfer your photos from your computer to your Ofoto account.
1. **Sign in:** If you already have an account with Ofoto, you will be asked to sign in with your email address and password. If you do not have an account with Ofoto, follow the link "Create one". When you're done, you can sign in to Ofoto with your newly created email address and password.
1. **Select album:** Click the radio button next to the album into which you want to upload your photos. If you are new to Ofoto, you can create your first album right now. When you're ready, click the Upload Now button to send your photos to Ofoto. You can upload multiple times in one session by selecting different photos and then clicking Upload Now again.
1. **View photos:** A Confirm dialogue box asks if you would like to view your photos on Ofoto. Click OK to launch Ofoto and see your new photos.

Toolbar Buttons

The toolbar buttons are shortcuts to features located within OfotoNow's menus. These buttons represent the most frequently used features of OfotoNow.

Get Photos

See a list of the folders on your hard drive, your floppy drive, or your CD drive.

Rotate

Change the position of a photo on your screen. Each click rotates the photo 90 degrees.

Trim

Begin trimming your photo.

Red Eye

Remove the red glow in eyes, caused by use of a flash camera.

Instant Fix

Adjust the brightness and contrast of your photos.

Delete

Discard the selected photo (this moves the photo to the Windows Recycle Bin.)

Slideshow

See the photos in the selected folder one after the other.

Fullscreen

See your photo shown the full size of your monitor.

Address Book Upload

Upload email addresses from your own address book to your Ofoto account.

Zoom +

Make the photo in the main window larger.

Zoom -

Make the photo in the main window smaller.

Menu Commands

The File Menu

Save (Ctrl + S)

Permanently record any changes you have made to your photo.

Save As

Make a new file on your computer of the photo you have open.

Upload to Ofoto

Connect to the Ofoto website and upload your photos for sharing or printing.

Upload Email Addresses

Upload your collection of email addresses from your Microsoft Outlook 98/2000 or your Netscape 4.5/5/6 address books to share your photos with friends and family. Start by clicking the Upload Email Addresses menu item and choosing one or more address books. Then select the addresses you want to upload to your Ofoto account. Use the Shift key to select multiple addresses, or the Ctrl. key to pick and choose multiple addresses. Click on Continue to send the addresses you have selected to Ofoto. For security reasons you must sign in to Ofoto in order to add the addresses to your Ofoto account. Simply enter your email address and your Ofoto password and the email addresses will be added to your Ofoto address book.

Delete (Delete key)

Eliminate the photo you have selected or opened. The file will be moved to the Windows Recycle Bin.

Printing (Ctrl + P)

Send the open photo to your desktop printer.

Set Photo as Wallpaper

Use any photograph on your computer as the background on your Windows desktop. Simply open the photo and click this function. You can "undo" this setting by reusing the command after opening another photo for your desktop background. Using this feature makes no changes to the photograph itself.

Photo Information (Ctrl + I)

Open a window to read the date of the photo, its size in pixels, and the color depth.

Exit (Ctrl + Q)

Quit OfotoNow. The program will ask you if you want to save the last changes you made to the open photo.

The Edit Menu

Undo Changes (Ctrl + Z)

Return the open photo to the way it was before you made your changes. If you don't like an edit or change you've made to your photo, choose this command.

Rotate Left (Alt + L)/Right (Alt + R)

Rotate your photo on the screen a quarter-turn. See the Rotate button description for more details.

Trim Photo (Alt + C)

Select a smaller area of your photo for printing and delete the remainder of the photo.

Remove Red Eye

Eliminate the flash-reflecting glow in a person's or animal's eyes in a photo.

Instant Fix

Adjust the brightness and the contrast of your photos.

Copy Photo to Clipboard

Copy the open photo into the Windows Clipboard (short-term memory) so that you can paste it into a document in another application. It makes no changes to your picture in OfotoNow.

Preferences

Open the Preferences dialog box, described in detail in the Preferences section. Choose Preferences to customize OfotoNow's features and functions. Further information is available in the Preferences section.

The Get Photos Menu

Get Photos From Folder

Open a window to display the contents of your PC's hard drive. You can select any folder on your computer through this window. Scroll through the folders to one containing your photos. If a folder contains photos, the pictures will show in the window when you highlight the folder. When you have chosen the folder you wish to work with, click OK.

Get Photos From Camera

This option acquires photos from a camera connected to your PC. You must have a Twain driver installed. A Twain driver is a type of software that allow your computer to communicate with other devices such as digital cameras and scanners.

If you cannot connect to your camera with this feature, first check the Preferences for Twain (see instructions under Advanced Preferences). If that does not work, please see the instructions in your camera's manual for properly configuring a Twain device.

Get Photos From Scanner

Get photos from a scanner connected to your PC. You must have a Twain driver installed. If you cannot connect to your scanner with this feature, first check the Preferences for Twain (see instructions under Advanced Preferences). If that does not work, please see the instruction in your scanner's manual for properly configuring a Twain device.

Get Photos From Clipboard

Paste the contents of the Clipboard into a new window. You can copy a photo into the clipboard from another program by choosing the Copy command from the Edit menu or typing Ctrl + V.

The View Menu

Full Screen (Space bar)

Display the photo across your entire monitor. Pressing the Page Up or Page Down keys while in Fullscreen mode will change the displayed image to the next photo or the previous photo, respectively. To return to the standard view press either the Esc. key or the spacebar on your keyboard.

Slideshow

Display your photos individually in an automated slideshow one picture after another. Choosing Slideshow will start a presentation of all the photos within the folder you have open. To end the slideshow at any time, press Esc., or click on the Slideshow button in the toolbar. You can adjust the amount of time images are displayed during Slideshow. To do this go to the Edit menu, select Preferences, and choose a new time in the Delay between photos option under the Display tab.

Zoom

Get a closer look at the picture you are working with. You can access the Zoom controls in several ways: through the Zoom menu command, by clicking either side of the Zoom + / button on the toolbar, or by pressing + or on the number keypad. Clicking on the current display size box on the toolbar (to the right of the buttons) will display a drop down menu with different zoom options. If you zoom so close you can't see a particular spot, use the scroll bars on the right side and bottom of the photo window to move the photo up and down and left and right.

Shrink to Window Size

Refit the display of the photo so that it is all visible in the main window.

Tip: Un-checking this menu choice will display your photo at 100% "full size."

The Help Menu

OfotoNow Help

Open a window with a searchable index of the OfotoNow documentation.

Go to Ofoto Website

Launch Ofoto to view your online albums.

Go to Ofoto Support Page

The Ofoto support page has the latest version of our OfotoNow User Guide, as well as a list of Frequently Asked Questions, tips for using photos and getting better prints, and information on how to get in touch with the Ofoto technical support staff for additional assistance.

Other software from Xequite

Go to the Xequite website to find out more about other software developed by

Xequite.

About

Determine which version of the OfotoNow client software you have installed, the exact number is given after the word Build on this screen.

OfotoNow Preferences

Display Tab

Photo Display: These settings control how OfotoNow shows your photos on screen. By default, OfotoNow will display your photo to fit within the screen (Shrink to Fit). You can choose instead to Show Photo Full Size. This will enable you to see greater detail, but you may have to use the scroll bars to move the photo about to see parts of it, or zoom out to see all of it. Check the option that best suits you.

Slideshow: OfotoNow gives you a Slideshow feature for displaying all the photos in a folder. The Slideshow presents photos one at a time, with each photo filling the screen. You can control:

- Delay between photos length of time (in seconds) photo is displayed before changing to the next photo. Adjustable between 0 (change occurs as fast as possible) and 60 seconds.

Other:

- **Hide file extensions:** All files on a DOS/Windows computer have a three-letter tag called an extension. Photos are generally JPEGs (.jpg), or bitmaps (.bmp). By default, OfotoNow will show these extensions.
- **Selecting new photo cancels loading of current photo:** A large photo can take a number of seconds to open. If you change your mind or realize you selected the wrong photo, you can click another photo and the first will stop opening. If you un-check this option, photos will continue to load even if a second photo is chosen.
- **Override default background color with:** This setting lets you choose OfotoNow's background color. Click the box to see a list of colors from which to make a selection.

Settings Tab

Trim Settings: The Trim tool opens a rectangle on your photo that you can move about, shrink, and enlarge. When you double-click inside the rectangle, the parts of your photo outside the trim area are discarded. By default, the rectangle always maintains the aspect ratio of a standard photographic print, no matter how you move it. A warning will come up if you try to trim an image below Ofoto's recommended size.

File Management: This option lets you control how OfotoNow works with your files:

- **Confirm deletion of files:** When you choose to delete a photo (with either the menu selection or toolbar button), OfotoNow will ask you to confirm that you really do want to delete the photo. If you un-check this option, OfotoNow will not ask you for confirmation and will delete the photo as soon as you choose the command.

Startup Folder:

- **Remember folder from previous OfotoNow session:** OfotoNow will start up by opening the photos from the last folder you used with the program.
- **Default to the following folder:** This option lets you choose which folder (and photos) OfotoNow opens when you start the program.

Advanced Preferences Tab

Default Twain Sources: This panel lets you choose which Twain driver OfotoNow will use out of the ones you've installed. You can set a Twain driver for your camera and your scanner.

Click the Change button to see a list of the drivers installed on your PC. Click the one you want to use, then click OK. If no drivers appear in this list, please make sure you have properly installed the software that came with your camera or scanner.

(Please note: You do not have to use the Twain method to connect your PC to a camera or scanner. They may work fine with whatever software they came with. This option merely allows you to use the hardware directly from within OfotoNow. If it does not work, you can still acquire photos from your camera or scanner using the dedicated software they came with, and then use those photos with OfotoNow through the Get Photos - Folder command.

Proxy: If you are working on a corporate intranet or are using another nonstandard method for Web access, you may have to enter an IP address and Port number in this field to log onto the Ofoto printing service. Please contact your networking administrator for help.

JPEG Settings: Control how OfotoNow handles JPEG photo compression. When you save a photo in OfotoNow, it is always saved as a JPEG compressed file. JPEG compression is an efficient means of compressing images so the images will take up less space. An image compressed by the JPEG method commonly ends up about one tenth its original size. Most digital cameras save photos as JPEGs. However, the amount of compression in a JPEG can be varied more compression makes a smaller file, but the

photo may not look as good as one that has undergone less compression.

- **Make OfotoNow default application for JPEG files:** This option sets Windows to always use OfotoNow when you open a JPEG photo file from the desktop Explorer or the File Manager. By default, this is not checked in case you are already using another photo editor, or prefer to open JPEG files in your Web browser.
- **Prompt for JPEG quality settings on file saving:** When you save a new photo, by default OfotoNow will ask you to set the amount of JPEG compression you want. We recommend 95% - this results in no noticeable file size change and produces great photographic prints.
- **Do not prompt:** OfotoNow will automatically use the JPEG compression figure you enter in this option box. It will not prompt you for a decision every time you save a file. It will use the default JPEG photo quality setting of 95%.